

Did You Know?

The Albuquerque Public Schools (APS) is one of the nation's largest school districts. Geographically larger than the state of Rhode Island, it comprises an area of approximately 1300 square miles. At the present time there are over 89,000 students attending 131 schools.

It is also the Albuquerque area's largest employer. In addition to teachers, principals and classroom-related personnel, specialties such as masons, roofers, painters, engineers, custodians, plumbers, architects, electricians, accountants, secretaries, and computer programmers are also an integral part of the system. Two warehouses are stocked with classroom supplies and maintenance materials. The APS Graphics Production & District Services Department provides all graphic design services, with full-service copy, press and bindery in three locations. The APS Food and Nutrition Services Department is the largest food operation in the state.



**ALBUQUERQUE
PUBLIC SCHOOLS**
Celebrate Our Schools!



ALBUQUERQUE PUBLIC SCHOOLS
Procurement Services Division

Procurement physical address

6400 Uptown Blvd. NE Suite 600W
Albuquerque, NM 87110

APS mailing address

P. O. Box 25704
Albuquerque, NM 87125-0704

Phone

505.878.6126

Fax

505.830.1161

Monday - Friday

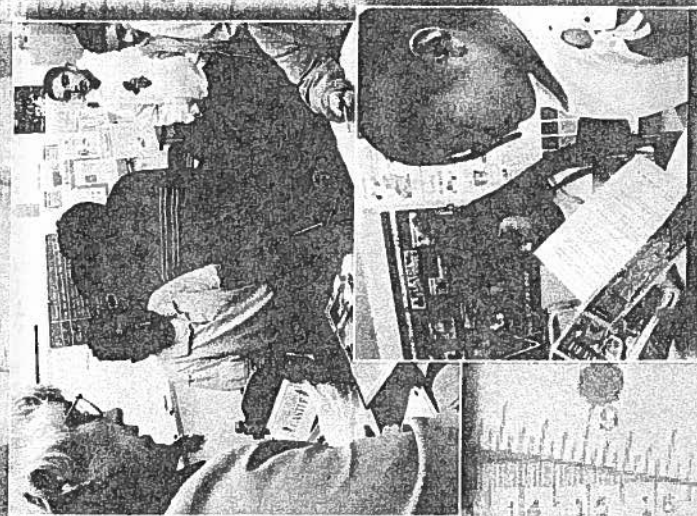
8:00 a.m. - 4:30 p.m.

APS Holidays Observed



We did it! **APS** Graphics Production & District Services

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*Procurement
Services
Division*

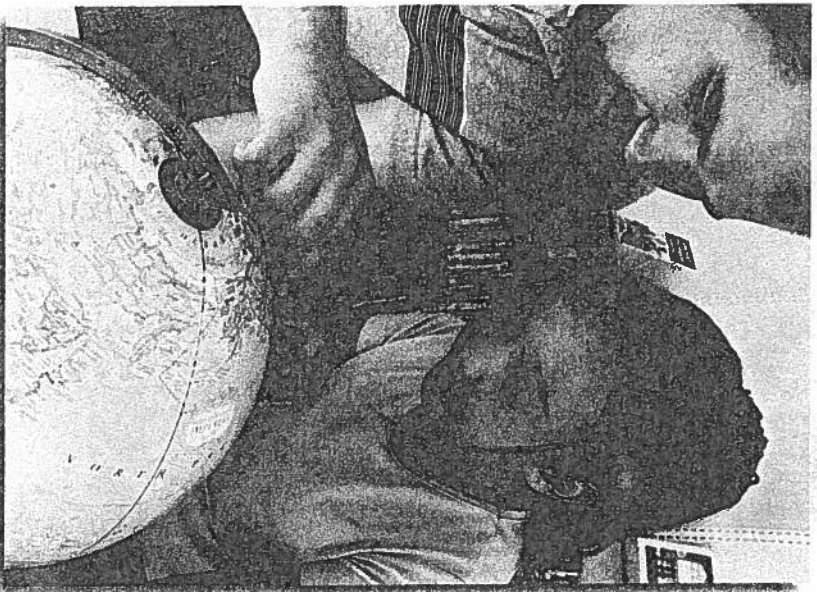


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4/2013

Procurement Regulations

APS has a central Procurement Office designated by law as the sole purchasing authority for the district. APS operates in compliance with the State of New Mexico procurement statutes and federal regulations, which apply to all items of the tangible personal property, the purchase of all services and construction.



Bidders' Procedures

APS maintains a list of prospective bidders by commodity or service. Invitations for bid are sent to those business or individuals who have registered for that particular commodity or service.

APS also maintains a public bulletin board in the Procurement Services Division office, and must advertise a minimum of ten (10) days prior to bid opening in a local newspaper.

APS makes award and purchase based on low responsible and responsive bid. Bidders will be subject to continuous review based on contract performance. Violation of ethical business practices or unsatisfactory performance will be grounds for removal or suspension from doing business with Albuquerque Public Schools. Purchase orders are required prior to any shipment and for payment. Violations may become the personal obligation of the individual(s) responsible.

New Mexico procurement law provides for a 5% residential preference. A potential vendor who applies to the State General Services Division and meets certain requirements is issued a resident certification number. A resident bidder shall be awarded a contract in preference to a non-resident bidder whenever the resident bid is made lower when multiplied by a factor of .95. This does not apply when federal funds are used or to Request for Proposals. Provision of the number is the sole responsibility of the vendor.

APS has a strong commitment to the promotion and support of small business and woman/minority-owned companies. Such firms are encouraged to participate in the bid process. However, New Mexico law has no provisions for set-asides, labor surplus areas or other special consideration for specific purchase.

It is the policy of the Albuquerque Public Schools' Procurement Services Division to decline personal favors or gratuities. Strict ethical standards apply to all public and personal relationships.



SAMPLE
BID REGISTRATION CARD PAGE 2

4/2013

SPECIFY CLASS AND GROUP FROM ATTACHED COMMODITY LISTING
DO NOT SPECULATE OR CHECK CLASSES UNLESS YOU POSITIVELY CAN SUPPLY

1. _____	12. _____	23. _____
2. _____	13. _____	24. _____
3. _____	14. _____	25. _____
4. _____	15. _____	26. _____
5. _____	16. _____	27. _____
6. _____	17. _____	28. _____
7. _____	18. _____	29. _____
8. _____	19. _____	30. _____
9. _____	20. _____	31. _____
10. _____	21. _____	32. _____
11. _____	22. _____	33. _____

Please note any additional categories which do not appear on the list for which you would like to be considered. Attach extra pages if necessary.

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

I hereby certify that all statements made in this registration are true and complete to the best of my knowledge. Misrepresentation of material facts will be cause for forfeiture of registrant's right to bid with APS.

Authorized Signature

Title

(Type or print title above)

(Type or print title above)

Date

*** Sample ***
ALBUQUERQUE PUBLIC SCHOOLS, PROCUREMENT DIVISION

BID REGISTRATION CARD **P** 11335

PLEASE TYPE OR PRINT LEGIBLY IN INK

Company Name _____	Telephone No. () _____
Mailing Address _____	WATS Line No. _____
Street Address _____	Fax No. () _____
City _____	NM CRS No. _____
State _____ Zip Code _____	Resident Certification No. _____
	As issued by State of New Mexico
	(Submit Copy with this Form)
Contact Person(s) and Telephone No. _____	
() _____	Federal EI No. _____
() _____	

List other Licenses, if Applicable

Contractor Licensing: If applicable, specify the type(s) and corresponding number(s) of any Contractor's license which your business holds as issued by the New Mexico Regulation and Licensing Department, Construction Industries Division. (Submit copies with this form).

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

The following data is required for statistical and informational purposes only.
It will not be used in bid award.

Small Business: Defined by the State of New Mexico as a business (not a subsidiary) having an average annual volume for the preceding three fiscal years, which does not exceed \$1,500,000. Yes _____ No _____

Minority Owned: (51% or more): Black _____; Hispanic _____; Native American _____; Woman Owned (51% or more) _____; Other (specify) _____

If your company is a **Corporation:**

1. Date of incorporation _____
2. State of incorporation _____
3. Names & titles of principal officers _____

If your company is a **Partnership:**

1. Date of organization _____
2. Type of partnership (if applicable) _____

3. Names of general partners _____

If your Company is a **Proprietorship:**

1. Date of organization _____
2. Name of owner _____

Under what other names, if any, has your company operated?

4/2013



ALBUQUERQUE PUBLIC SCHOOLS

Procurement Division

Expect Great Things!

Winston Brooks
SUPERINTENDENT

Mark Heckart, C.P.M.
DIRECTOR/PROCUREMENT OFFICER

TO: PROSPECTIVE VENDORS

REFERENCE: BID REGISTRATION

Albuquerque Public Schools (APS) invites you to register for those items or services for which you wish to receive bid solicitations. Register for as many categories as may be applicable. Please furnish all of the required information on the registration card. The address specified should be the location to which you wish to have bids mailed. If you maintain more than one address or location for account purposes, service centers etc., include that information on a separate sheet. It will be the responsibility of the vendor to upgrade registration information as necessary.

Bid registration is not required to do business with Albuquerque Public Schools and bids are available upon request to any interested party. All bids are advertised at least (10) days prior to bid opening in the legal section of local newspaper(s) and APS also maintains a public bulletin board. APS is required by law to send copies of the Notice of Solicitation or Invitation for Bid to those who have signified in writing an interest in items of tangible personal property, construction and/or services. There is no charge for registration at the present time.

Return the bid registration card with the required attachments to the following address, if you wish to return the Commodity Code Book, it can be recycled.

Sincerely,

Mark Heckart, C.P.M.
Director/Procurement Officer

APS PROCUREMENT PROCESS FLOWCHART (GOODS)

